



Mandatory Recurring Staff Testing for LTC Facilities using Curative Saliva Test

Staff testing is required by regulations for ALL employees, contractors and volunteers (“Staff”) (with the exception of those who tested positive for COVID-19 previously) WEEKLY using PCR test (NP, OP, or oral collection). Facilities may develop their own process for testing staff weekly and follow it according to their needs. The state is offering to provide facilities with Curative saliva tests free of charge to be used for weekly testing of staff. To take advantage of this offer, the following process should be followed:

| Step | Action | Details | Notes | Frequency |
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| 1. | Request Curative saliva test kits from the state | Complete a SHOC Request for Supplies for Mandatory Recurring Testing for LTC Facilities Form and send it to: SHOC@delaware.gov. | Determine facility staff census (employees, contractors, volunteers). Determine facility staff who previously tested positive for COVID-19 (exclude from mandatory recurring testing based on clinical judgement). Determine facility staff who need to be tested and multiply the number by 4 to calculate monthly supply of testing kits for staff. | Monthly |
| 2. | Establish HIPAA compliant disclosure process | Determine agency policy for monitoring testing compliance and test results. | Consider process for obtaining test results from staff, or directly from lab if consent is provided. Test results will be delivered to only ONE email address for each specimen. | Once |
| 3. | Designate access person(s) for Curative website to manage staff registration and specimen check-in | Identify Administrator, Director of Nursing or other individuals who will oversee staff testing at a facility and will have access to the Curative website facility account. | Use administrator login credentials to access Curative website drivethru.curativeinc.com : <ul style="list-style-type: none"> - User name - Password Each staff will need to register once by providing the following information: <ul style="list-style-type: none"> - First and last name - Date of birth - Sex, Race and Ethnicity - E-mail address (WHERE THE TEST RESULTS WILL BE DELIVERED) - Address and Phone Number (personal or facility) Staff information will be saved in the system and can be later searched under the “Use existing” tab. | Once |



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| 4. | Manage staff roster and schedule | List all staff to be tested weekly and identify days and times for each staff to be tested. | Remember weekend, overnight, and irregular schedule staff. Designate Primary Testing Facility/Agency for multi-agency staff and vendors (sample form included). The state will provide a sample spreadsheet for tracking weekly testing. | Ongoing |
| 5. | Develop internal protocol for non-compliance or refusal of mandatory testing | Establish HR procedure for addressing failure to test. | | Once |
| 6. | Training on Curative test for all participating staff | Each staff must watch the 2-minute training video prior to administering test. Each staff must review Curative test factsheet. | YouTube video: https://www.youtube.com/watch?v=Eb3vSTc150U&feature=youtu.be Factsheet: http://coronavirus.delaware.gov/wp-content/uploads/sites/177/2020/05/EUA-CKorva-CoV-patient.pdf | Once |
| 7. | Administer tests | Test each staff/vendor in a facility within each 7-day period (weekly). | Testing can happen on multiple days, during various times. Samples need to be shipped from the facility within 24 hours of specimen collection. Multiple shipments can occur during the week. Two patient identifiers per clinical specimen are required: 1. Testing kit barcode must be entered on the Curative site for each specimen collection. 2. The Appointment Number from website check-in must be written on the testing kit bag. | Weekly |



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| 8. | Shipping of specimen | <p>Within 24 hours of collection, utilize FedEx Priority Overnight and include special instructions for biological substance.</p> <p>For accurate delivery instructions, use Curative's FedEx Account Number when creating a shipping label: 677141972.</p> <p>Ship box to: ATTN: Accessioning Department 3330 New York Avenue NE Washington, DC 20002 954-552-8789</p> | <p>Coordinate with shipping company to obtain shipping boxes, labels and arrange pick up of packages. Packages should remain below 100° F to preserve viability of specimen. Packages must be labeled as Biological Substance UN 3373, Category B. Test kits must be placed in their individual biohazard bags and collectively placed in a larger biohazard bag (or a large, clear heavy-duty plastic bag) and <u>sealed</u> in a box. Following information needs to be written on the box (using Sharpie):</p> <ul style="list-style-type: none">- Date of the earliest specimen collection- Name of Facility, Person Shipping and Phone Number- Number of tests in package <p>Schedule shipment for pickup by FedEx. Send email to returnshippingDC@curativeinc.com and include the following information:</p> <ul style="list-style-type: none">- FedEx tracking number- Number of tests being shipped | Each time |
| 9. | Test results tracking | Obtain and document test results for each staff. | <p>Staff may continue to work pending test results. Obtain test results within 72 hours of shipping of specimen. Curative test results are automatically submitted to DPH. There is no need to individually notify DPH of positive results. The aggregate data should be reported on SHOC Daily Status Forms. Document results for each staff for a given 7-day period for facility tracking.</p> | Weekly |
| 10. | Positive results response | Manage staff with positive results by appropriately excluding from work. | Contact trace positive staff exposure within facility and implement appropriate exposure protocol. | As needed |